



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

March 1, 2007

TO: School Districts, Charter Schools, State Agencies, Institutions of Higher Learning, and
Community Based Organizations

FROM: Sarah Lors, Grants Manager
Grants Management Office

SUBJECT: **Annual General Statement of Assurance (GSA) for FY2008**

All subrecipients are required to have a current General Statement of Assurance (GSA) on file at the Arizona Department of Education (ADE). Completion and submission of the GSA is required to receive assistance funding for fiscal year 2008.

New this year, we have attached blank copies of the Fiscal Year 2008 General Statement of Assurance (GSA), in both Word and Adobe Acrobat formats.

Please print the form in either format and fill it out. **All original signatures must be affixed in blue ink.** In addition, all authorized representatives must be named as signors annually. For example, previous signors are not “carried over” to the next year, and must again be named. However, they will retain their currently assigned Common Logon userID. New signors will receive a new Common Logon userID. In addition, new entities must also submit a W-9 form.

Please note that the Grants Management Office cannot assist with decisions regarding who will be a signor on the GSA; that is a district/entity Board decision. However, a valid charter holder’s signature is required for charter schools.

Once you have completed the document, please mail all 8 pages of General Statement of Assurance (GSA) to ADE Grants Management at the address provided at the bottom of this page. The GSA must be submitted to ADE Grants Management by **May 31st 2007**.

The Fiscal Year 2008 General Statement of Assurance (GSA) can also be downloaded from the ADE Grants Management website at <https://www.ade.az.gov/gme/> under the section titled “Documents and Required Annual Forms.” From there, click on “General Statement of Assurance,” to download the document. This document can only be downloaded with Adobe Acrobat 5.0 or higher. If you have trouble downloading it, please call Grants Management at the number listed at the bottom of this letter.

If your entity does not have an E-mail address or access to the Grants Management website, please call us immediately at the number provided below and we will mail you a copy of a blank GSA for your completion.

Many related questions can be answered by visiting the [FAQ link](#) from the Grants Management website, or you may call us at (602) 542-3452. Thank you for your prompt response.

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